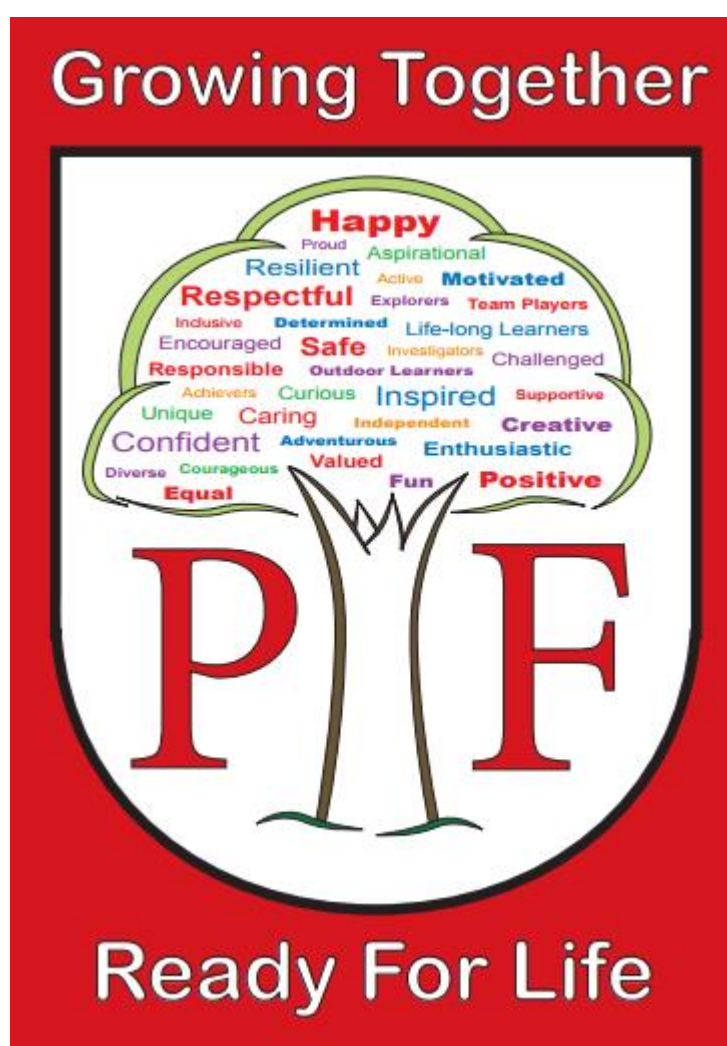


Priors Field Primary Remote Learning Policy



Approved by:	FGB	Date: October 2020
Last reviewed on:	October 2020	
Next review due by:	January 2021	

1. Aims

This remote learning policy aims to:

- Ensure consistency in the school's approach to remote learning
- Set out expectations for all members of the school community with regards to remote learning
- Minimise the disruption to pupils' education and the delivery of the curriculum
- Ensure that provision is in place so that all pupils (including vulnerable pupils and those with additional needs) have access to high-quality, differentiated learning opportunities, and that their parents/carers have clear guidance from staff to understand and support learning
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy and supported during periods of remote learning.

2. Roles & Responsibilities

2.1 Teachers

When providing remote learning, teachers must be available on their usual working days between 8.45 to 12 and 1.10 to 3.30. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure (Informing the Headteacher as soon as possible and keeping in touch as appropriate).

When providing remote learning, teachers are responsible for:

- Setting work for all pupils
 - Work set will be appropriate for a school day and will include reading, writing and maths with science and topic activities set for each week. A suggested timetable will be provided, together with clear expectations for completed learning
 - Work will be set on a Friday for the following week, or on the day a specific class is closed, or on an ad-hoc basis for individual children who are isolating but otherwise well enough to be completing home learning
 - Work will be uploaded to Padlet for KS2 and Tapestry for KS1 and EYFS
- Providing feedback:
 - All families can send completed work to our dedicated home learning email account (homelearning2605@welearn365.com) and will receive a response from staff within 1 working day
 - KS1 & EYFS will also use Tapestry
 - Classes in KS2 may use Microsoft Teams to upload work and provide feedback
 - Phone calls may also be made to families where appropriate
- Keeping in touch with pupils who are not in school and their parents:
 - Regular contact (at least once a week) is to be maintained
 - Emails and contact should be carried out within the working day
 - If there are any complaints or concerns shared by parents and pupils, staff should contact either the Deputy Headteacher (Katy Braley) or the Headteacher (Katie Gane) – for any safeguarding concerns, refer to the section below (contacting safeguarding leads)
 - Each child's work should be reviewed by class teachers and if it is not being completed they should contact families and see what can be done to support them accessing their remote learning. i.e. providing a paper format, or checking in one to one with a child to clarify expectations

➤ Attending virtual meetings with staff, parents and pupils:

- Staff will follow the school staff behaviour code of conduct and dress appropriately
- Staff will be mindful of the location they are using for video meetings – ideally these should be held at school, but where this is not possible consideration must be given to background noise and others in the house etc.
- Microsoft Teams will be used for all meetings where possible, and these should be recorded

2.2 Teaching Assistants

When assisting with remote learning, teaching assistants must be available during their usual working hours. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure. (Informing the Headteacher as soon as possible and keeping in touch as appropriate). When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who are not in school and require further support to access the learning
- Providing wellbeing support to pupils
- Attending virtual meetings with teachers, parents and pupils:
 - Staff will follow the school staff behaviour code of conduct and dress appropriately
 - Staff will be mindful of the location they are using for video meetings – ideally these should be held at school, but where this is not possible consideration must be given to background noise and others in the house etc.
 - Microsoft Teams will be used for all meetings where possible, and these should be recorded

2.3 Subject Leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Identifying whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Reviewing the remote work set by teachers in their subject
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school (Katy Braley)
- Reviewing the effectiveness of remote learning through regular communication with teachers and subject leaders, reviewing work set and reflecting on feedback from pupils and parents
- Collectively agree the security of remote learning systems, including data protection and safeguarding considerations (Katy Braley/Sue Bull)

2.5 Designated Safeguarding Lead

The DSL (Katie Gane) is responsible for ensuring that:

- All staff and volunteers continue to have a responsibility for safeguarding children and will report any safeguarding concerns about children to a DSL in the usual way as set out in the main policy (See separate Priors Field Child Protection and Safeguarding Policy 2020-2021)
- Staff have access to the normal safeguarding recording format (i.e. green forms) when working off site including when working from home
- Staff and volunteers are reminded of the need to report any concern immediately and without delay

2.6 IT Staff

IT staff are responsible for:

- Assisting staff, parents and pupils with any technical issues they may be experiencing, including accessing the internet or devices
- Reviewing the security of remote learning systems and flagging any data protection breaches to the Data Protection Officer

2.7 Pupils and Parents/ Carers

Staff can expect pupils learning remotely to:

- Be contactable during the school day – taking into consideration the fact they may not always be in front of a device, and that working parents or other siblings may be sharing the equipment
- Complete work to the deadline set by teachers or alert them if unable to complete work
- Seek help if they need it, from teachers or teaching assistants
- Be independent (age appropriate) and show resilience when meeting new or challenging learning opportunities

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is unwell or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any comments, complaints or when sharing concerns with staff

2.8 Governing Board

The governing board is responsible for:

- Collectively agreeing the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. Key Points of Contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- › Setting work/ curriculum – Katy Braley
- › SEN/vulnerable children and families – Veronica Leary
- › Behaviour –Katie Gane/Katy Braley
- › IT Systems – Sue Bull
- › Workload & Wellbeing – Katie Gane/ Katy Braley
- › Data protection – Katie Gane/ Karen Hallard
- › Safeguarding concerns – Katie Gane/ Katy Braley/ Veronica Leary

4. Data protection

4.1 Accessing Personal Data

When accessing personal data for remote learning purposes, all staff members will:

- › Access the data on a secure cloud service or a server in our IT network (Welearn365)
- › Use their assigned school laptops or one of the PPA laptops, rather than their own personal devices if at all possible

4.2 Processing Personal Data

Staff members may need to collect and/or share personal data (for example, email addresses) as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen but should inform the Headteacher (Katie Gane).Staff are reminded to collect and/or share as little personal data as possible online.

4.3 Keeping Devices Secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- › Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- › Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- › Making sure the device locks if left inactive for a period of time
- › Not sharing the device among family or friends
- › Installing antivirus and anti-spyware software
- › Keeping operating systems up to date

5. Safeguarding

Ref Priors Field Child Protection and Safeguarding Policy 2020-2021 (Appendix 3 – Covid-19)

6. Collective agreement

This policy will be reviewed termly by Priors Field SLT with collective agreement by the Full Governing Body annually.

7. Links with other policies

This policy is linked to our:

- Priors Field Child Behaviour policy
- Priors Field Staff Behaviour Policy
- Priors Field Child Protection and Safeguarding Policy 2020 to 2021 (Appendix 3 Covid 19)
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy